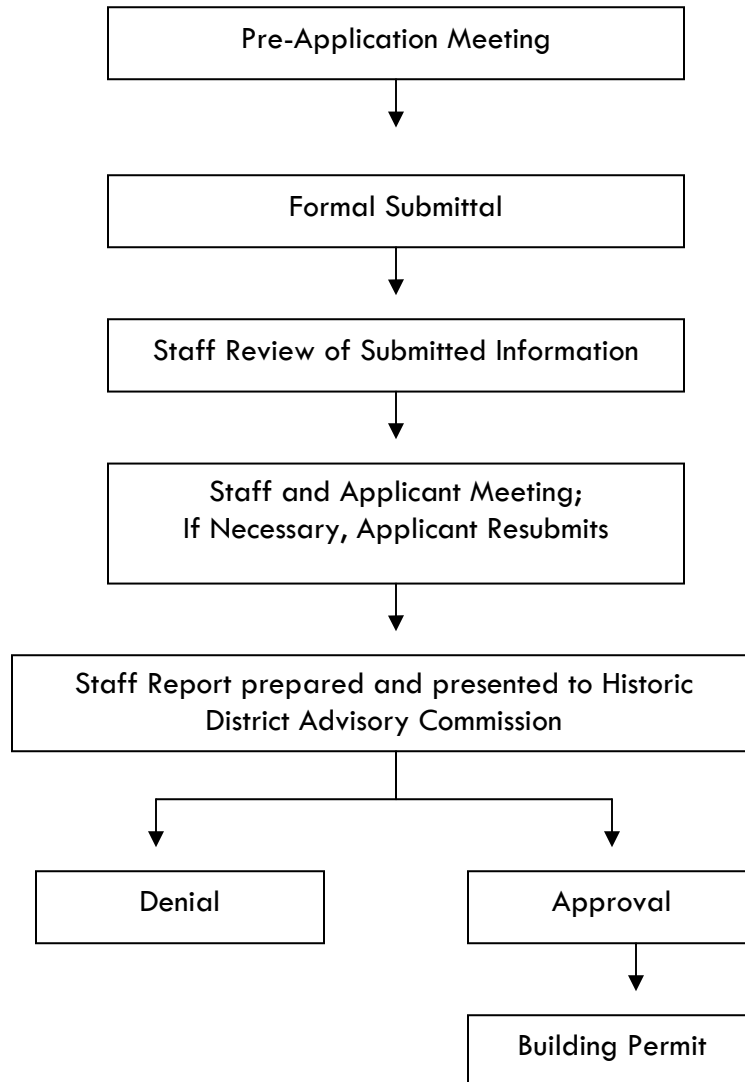


TOWN OF FLORENCE

HISTORIC DISTRICT Application & Checklist

Community Development Department
P.O. Box 2670
600 North Main Street
Florence, Arizona 85132
(520) 868-7542
gilbert.olgin@florenceaz.gov

TYPICAL HISTORIC DISTRICT APPLICATION PROCESS



HISTORIC DISTRICT DESIGN REVIEW APPLICATION PROCEDURES

The following information is provided to assist in the preparation and submittal of an application for a design review for a property within the Historic District of the Town of Florence. The design review request will be decided by the Historic District Advisory Commission.

1. **Pre-Application Review Process** – Prior to filing an application for a design review, the applicant must complete the Pre-Application review meeting with the Planning & Zoning Department.
2. **Application Filing** – For an application to be accepted, the applicant must provide all of the required information described on the submittal checklist at the time of formal submittal. Ensuring the accuracy of the request is the responsibility of the applicant. Applications will not be accepted or processed without an adequate description of the "Request" being submitted. Applications received after 4:00 p.m. will be processed the next business day. Incomplete applications will not be accepted.
3. **Staff Reports** – After the staff comments have been addressed and the project has been scheduled for the public hearings, the Planning & Zoning Department will prepare reports describing and evaluating the proposed project and making recommendations to the Historic District Advisory Commission. Copies of the staff reports will be made available to the public and sent to the applicant prior to each public hearing.
4. **Historic District Advisory Commission** – Regular Historic District hearings occur on the last Wednesday of each month at 6:00 p.m. Regular meetings are held at Florence Town Hall, 775 North Main Street. The applicant or a project representative must be present at the hearing. After the hearing the Commission will recommend approval, approval with modifications or denial of the Design Review application.
5. **Appeal Recommendation to Town Council** – The applicant may appeal the Historic District Advisory Commission's decision to the Town Council within fifteen days (15) of the decision. The appeal letter must describe the unresolved issues and describe what design solutions are proposed by the applicant. The applicant is notified of the date of the Town Council meeting to consider the appeal a minimum of fifteen (15) days prior to the public meeting. The decision of the Town Council is final.

6. **Inactive Cases** – All applications need to be actively pursued to a decision. If no activity has occurred on an application for 180 days, the application will be determined to be inactive, deemed to be withdrawn and the file will be closed. Thirty (30) days prior to that date the staff will notify the applicant in writing. The applicant may submit a written request that the application remain active, with an explanation for the inactivity. The Planning Director may grant an extension for up to 180 days for good cause if there is a reasonable belief that the application will be actively pursued during the extension period.

HISTORIC DISTRICT DESIGN REVIEW APPLICATION PROCESS

The purpose of the Historic District Design Review Application Process is to promote quality construction that is compatible within the surrounding area and consistent with the goals of the Town. The site plan, utility installations, materials, color, lighting, signage, and landscape design must not adversely impact the historic southwest ambiance of Florence.

If one (1) of the following describes the activity for a proposed planned unit development, multi-residence, office, commercial or industrial project, then a Design Review application is required.

1. Any new development or construction.
2. Any change in occupancy as classified by the Building Code(s) of the Town of Florence.
3. Any expansion of an existing site or building.
4. Any remodeling of an existing use that alters at least twenty (20) percent of the floor area or site area.
5. Any remodeling or improvement valued at fifty (50) percent or more of the value of the existing improvements on the site.
6. Prior to occupancy or use of any commercial or industrial building or site that has been vacant for six (6) months or more.
7. Any amendment to an approved Design Review Plan.

After the application is submitted to the Town of Florence Planning and Zoning Department, staff will review the application materials. The following criteria will be reviewed by the Planning and Zoning Department:

- The proposed development complies with all provisions of this ordinance and all other ordinances, master plans, general plans, goals, objectives and standards of the Town of Florence and Historic District Guidelines.
- Building heights, building locations, access points, and parking areas of the proposed development will not negatively impact adjacent properties or the surrounding neighborhood.

- The proposed development promotes a functional relationship of structures to one another, to open spaces, and to topography both on the site and in the surrounding neighborhood.
- The height, location, materials, color, texture, area, setbacks, and mass, as well as parts of any structure (buildings, walls, signs, lighting, etc.) and landscaping is appropriate to the development, the neighborhood and the community.
- Ingress, egress, internal and external traffic circulation, off-street parking facilities, loading and service areas, and pedestrian ways are so designed as to promote safety and convenience.
- The architectural character of the proposed structure is in harmony with, and compatible to, structures in the neighboring environment and the architectural character desired for the Town; avoiding excessive variety or monotonous repetition.
- All mechanical equipment, appurtenances and utility lines are concealed from view and integral to the building and site design.

HISTORIC DISTRICT DESIGN REVIEW CONTENT REQUIREMENTS

1. **Project Narrative**

- ☐ Description of proposed project; and
- ☐ Information on how the project will blend with existing Town structures.

2. **Site Plan**

- ☐ Vicinity Map;
- ☐ Scale, north arrow, and dimensions;
- ☐ Net acres;
- ☐ Property lines, easements, alleys, private streets, and adjacent rights-of-way and easements showing existing and future improvements, access points, signals, etc.;
- ☐ Conceptual water retention areas and drainage plan;
- ☐ Conceptual landscape plan;
- ☐ Location of required building setbacks and spaces between buildings with dimensions;
- ☐ Location and size of any existing/proposed building(s), structure(s), or land uses;
- ☐ Location and size of parking spaces and the number of spaces required and provided;
- ☐ Location of other existing and proposed improvements such as walls, yards, outside storage, loading areas, etc.;
- ☐ Method of screening for parking, storage and loading areas;
- ☐ Location and screening of refuse enclosures;
- ☐ Vehicular and pedestrian circulation, including ADA accessibility requirements;
- ☐ Queuing area for drive through uses;
- ☐ Emergency apparatus access and required turning radii;
- ☐ Adjacent lot lines and/or structures within 300 feet;
- ☐ Existing zoning on site and adjacent properties within 300 feet;
- ☐ Location and type of existing and proposed site lighting fixtures;
- ☐ Date of preparation including dates of any subsequent revisions; and
- ☐ If prepared by a Design Professional, a signature and seal is required.

3. **Elevations (if applicable)**

- ☐ All elevations of each building proposed for the project;
- ☐ Exterior dimensions;
- ☐ Material proposed; and
- ☐ Location and type of lighting fixture proposed.

4. **Design Review Signage applications (if applicable)**

- ☐ Site Map with the location and distance between signs (if more than 1)
- ☐ Location and dimensions of proposed signs.
- ☐ Display type of signage (monument, cabinet, etc.)
- ☐ Display the elevation of the signs to road and building.

HISTORIC DISTRICT DESIGN REVIEW CHECKLIST

REQUIRED MATERIALS	Applicant Checklist	Staff Verification
Application		
Fee (Please review the fee schedule for applicable fees. All fees are Non-Refundable)		
Owner's Permission Form (if application is not filed by property owner)		
Required Findings:		
Project Narrative		
Site Plan		
10 copies – (8.5" X 11") Site Plan		
10 copies – (8.5" X 11") Conceptual and Grading/ drainage and landscape plan		
10 copies – (8.5" X 11") Materials and colors exhibits		
1 copy – (2' X 3') Materials and colors exhibits		
Elevations		
10 copies – (8.5" X 11") Building elevations		
Signage (if applicable):		
10 copies – (8.5" X 11") of Signage plan		
10 copies – (8.5" X 11") Materials and colors exhibits		

STAFF TRANSMITTAL

- ☐ Florence Planning & Zoning
- ☐ Florence Building & Safety
- ☐ Florence Public Works

Note: Scheduling of your request for consideration by the Historic District Advisory Commission is contingent upon receipt of a **complete application**. Additional factors will determine whether your request is heard on the meeting date corresponding to the submittal deadline date. The applicant will be notified of their application's status.

A pre-application meeting with the Town's Technical Review Committee is recommended for most development applications. Applicant must set a meeting time with the Planning and Zoning Department prior to the submittal deadline.

APPLICATION FOR HISTORIC DISTRICT DESIGN REVIEW

PROJECT NAME: _____

APPLICATION TYPE: ☐ New Construction (includes accessory buildings)
☐ Remodeling (includes exterior alterations, room additions, etc.) ☐ Signage
☐ Demolition ☐ Other _____

1. Property Owner: Name: _____
 Address: _____
 Phone: _____ Fax: _____
 Email: _____

2. Applicant/Developer: Name: _____
 Address: _____
 Phone: _____ Fax: _____
 Email: _____

3. Address or Location of Property: _____

Tax Parcel Numbers: _____

Gross Acres: _____ Net Acres: _____ Current Zoning District: _____

4. Describe project in detail: _____

SIGNATURE OF PROPERTY OWNER or REPRESENTATIVE _____

DATE _____

FOR STAFF USE ONLY:

CASE NO. _____	APPLICATION DATE AND TIME _____
PERMIT NO. _____	FEE \$ _____
HDAC HEARING DATE _____	REVIEWED BY: _____
RECOMMENDATION: APPROVAL DISAPPROVAL	

OWNER'S PERMISSION FORM

This sheet must be completed if the applicant for an Annexation, General Plan Amendment, Planned Unit Development, Zone Change, Conditional Use Permit, Design Review and/or Preliminary/Final Plat, is **not** the owner of the property.

I/we, the Undersigned, do hereby grant permission to: _____

to act on my/our behalf for the purpose of obtaining one or more of the following: Annexation, General Plan Amendment, Planned Unit Development, Zone Change, Conditional Use Permit, Design Review and/or Preliminary/Final Plat on the following described property:

Owner(s)

Signature

Print or Type Name

Address

Telephone

STATE OF ARIZONA)
)
County of _____) ss

On this _____ day of _____, 20 _____, before me, the undersigned Notary Public, personally appeared _____, known to me to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged that _____ executed the same.

IN WITNESS WHEREOF, I hereto set my hand and official seal.

My commission expires:

Notary Public